

[CDI] Logistic & Maintenance Assistant (H/F/X) / Temporary Contract / MÉRIBEL

Le Collectionist .

MISSIONS

Founded in 2014, Le Collectionist is the European leader in tailor-made luxury travel, bringing together spectacular homes with exceptional services and experiences, creating unforgettable holiday experiences for groups and families who believe holidays should be unique, lively, and shared.

Our portfolio spans over 50 iconic destinations - from coastlines and countryside escapes to snow-covered peaks and vibrant city streets. Every home is handpicked for its character, beauty, story, then paired with expertly selected services to create the perfect setting for every kind of gathering. It's a different way to travel: smoother, more intimate, and above all, freeing ?

With expert concierges supported by dedicated local teams, we take care of every detail - from thoughtful services for everyday comforts to fully bespoke, once-in-a-lifetime adventures rooted in local culture and tradition. Whether it's arranging a private chef or nanny, securing a vintage car, or privatising a museum, we bring your holiday vision to life.

This position is a 39h contract - to be filled for a duration of 5 months, starting from mid-November 2026.

? Rôle :

As a Logistics & Maintenance Assistant, you play a key support role in ensuring the smooth daily operations of the resort. You will carry out logistical and basic maintenance tasks, assist other departments as needed, and uphold the company's high service and operational standards.

?Responsibilities:

Operational Support

- Perform daily and weekly tasks assigned by the Management Team and Operations Directors.
- Follow the work rota, including variable shifts (early mornings/late evenings).
- Act as point of contact for guest luggage logistics and crate preparation.

Maintenance & Repairs

- Carry out basic repairs (e.g., changing bulbs, unclogging toilets) in chalets and staff housing.
- Stand in for the Maintenance Manager during days off or leave.
- Contact local suppliers for quotes or urgent repairs when needed.
- Ensure supplier access and proper closure of chalets after work is completed.
- Report and escalate complex maintenance issues to the Maintenance Manager or Operations Director.

Property Checks & Upkeep

- Conduct damage, wellness, and cleaning checks following company guidelines.
- Monitor and manage resort firewood and cleaning supply stock levels.
- Support snow clearing and seasonal chalet setup and breakdown.

Logistics & Housekeeping Assistance

- Deliver and collect linen for the housekeeping team.
- Support shopping runs, bakery deliveries, and transport of staff or items.

- Assist with waste and recycling management in stores and maintenance areas.

Stock & Store Management

- Oversee resort stores in coordination with the resort management team.
- Assist with stock control and ensure all supplies are accounted for.
- Purchase or restock items when authorized.

Professional Conduct & Compliance

- Maintain high levels of professionalism and protect the brand reputation.
- Attend team meetings and briefings as required.
- Follow Health & Safety, hygiene, and road safety regulations at all times.
- Do not perform or offer unauthorized services (e.g., ski instruction, guiding).
- Ensure vehicles are roadworthy and report any issues immediately.

?? Working Hours and Specific Requirements: *Our on-site presence and industry standards require working on Saturdays and Sundays (hotel-industry model), particularly during the high season. Work is organized on a rotating basis with the rest of the on-site team, and overtime hours can be taken as time off in lieu.*

INFORMATIONS COMPLÉMENTAIRES

Synthèse de l'annonce

Annonceur

Le Collectionist .

Type de contrat

CDI

Salaire

Cf. texte de l'annonce

Télétravail

En présentiel

Lieu de travail

Les Allues

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